

## **FOR DOMESTIC TRAVEL**

### **Starting Your Trip**

Your trip starts at home as you decide what and how much to pack. Please refer back to the *Participants Guide* for further information.

**Please pack smart.** Protect yourself and your valuables by placing medicine and valuable items such as jewelry, cameras, computers, etc., in your carry-on baggage, which you should keep with you at all times. Obtain personal insurance to cover losses, should they be incurred.

**Leave gifts unwrapped.** Wrapped gifts may have to be unwrapped during security screening. You might want to consider shipping gifts ahead of time because carry-on space is limited.

**Baggage identification inside and out is key.** Place a baggage tag with name, home address and telephone number on both the outside and inside of your bags.

**“Traveling light” makes for a better trip.** Smaller, lightweight carry-on bags are the most convenient. You may carry on one bag and one personal item such as a purse, briefcase, small backpack or laptop computer. (Keep in mind your laptop will have to be removed from the case and placed on the security checkpoint conveyor belt to be x-rayed.) Passengers exceeding the carry-on limit will not be allowed through the security checkpoint, so be sure to contact your airline carrier via their website for the acceptable weight and dimensions of checked bags. You may be charged extra if your checked baggage exceeds the guidelines.

**Security requirements prohibit passengers from taking certain items in their carry-on bags.** These include:

- Knives of any length.
- Cutting instruments of every kind (metallic or non-metallic), including carpet knives, box cutters and other folding or retractable blades, regardless of length.
- Items such as ice picks, straight razors, and elongated scissors.
- (Safety/disposable razors, such as Bic and Gillette, are allowed.)

**The following items may not be packed in luggage or carried on board:**

- Fireworks and flammable liquids or solids such as paints.
- Household items such as drain cleaners and solvents; lighter refills and matches.
- Pressure containers including scuba tanks, propane tanks and self-inflating rafts.
- Firearms, tear gas, mace or pepper spray.
- Hazardous materials such as poisons, gas-powered tools and camping gear with fuel.

**Please bring photo identification**, which you will need to present at check-in and during the boarding process. The photo identification must be current and government-issued, such as a driver's license or passport.

### **Airport Arrival Times**

Please check your airline carriers website for suggested airport arrival times.

### **Got A Bag To Check And Want To Avoid The Lines?**

Several airlines offer easy and convenient ways for passengers to check in for their flights. One popular way is **Curbside Check-in**. Several airlines offer this convenient service to both electronic and paper-ticketed passengers, allowing customers traveling domestically to check luggage and receive boarding passes even before they enter the terminal. Another convenient check-in option is to use one of the **Self-Service Check-In** machines located in airports around the country. These easy-to-use check-in machines are available to domestic passengers who have electronic tickets.

By swiping a credit card, passport, or a Frequent Flyer card through the check-in machine for identification purposes, passengers can check in for their flights, select their seats, obtain boarding passes and check luggage, all in one quick-and-easy stop. They also can stand by for an earlier or later flight and request and upgrade.

**Ticket counter check in** is only necessary if passengers need to purchase a ticket, pay for ticket changes, or change their flight. Customer Service representatives are also available to help passengers who need additional assistance.

### **Not Checking A Bag?**

Passengers with the required documents (please see the section below), and no bags to check may proceed through the security screening point and check in at the gate.

### **Documents Needed At The Security Checkpoint**

As a reminder, passenger-screening checkpoints will only accept passengers who have a ticket or ticket confirmation for the current travel date. This includes a paper ticket, a boarding pass, an official travel agency or airline-generated itinerary receipt confirming an electronic ticket, or airline/airport issued entrance document. Persons with custodial responsibility of an elderly individual or child under 18, and persons escorting passengers requiring medical or disability-related assistance may accompany the ticketed passenger to the gate. We recommend they arrive a little earlier because they will need to check with an airline agent at the airport to gain access to the gate.